



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

09/24/2015

Lutie Brown
2077 South Ridge Dr
Coralville, IA 52241
319-594-9956
319-499-1022

Dear Child Care Provider,

This letter is in regards to the 09/22/2015 compliance check of your Level B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

FINDINGS: *Identify FINDINGS in each area of non-compliance.*

☐ 441 IAC 110.5(1)"k" Fire and tornado drills shall be practiced monthly and the provider shall keep documentation evidencing compliance with monthly practice on file

Lutie has a drill log for fire / tornado practices, however, Lutie is a couple months behind documenting this. Please remember to complete fire / tornado drills monthly, and document all practices.

PROVIDER FILE:

☐ 441 IAC 110.5(2)"b"(2) Documentation from the department confirming the record checks required under 441 IAC 110.7(3) have been completed and authorizing or conditionally limiting the person's involvement with child care.

Lutie has shared she and her adult daughter, Cathy, who reside in the home, have completed record checks for the Department. Lutie does not have the letter stating these checks have been completed and approved.

Lutie can call 866-448-4605 to have this letter sent back to her.

Lutie should keep this letter in her file for review and verification at all times.

CHILDREN FILES

An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

Lutie was unable to locate her children files during the visit. Lutie has shared she has files for both children in her care, however, she just was unable to find them at this time.

Lutie should have files in an easily accessible area at all times. All forms which require a signature and date should be signed and dated annually by the parent.

****As the files are unable to be located during the visit, Lutie will need to assure the following forms and information are present in all children files:**

☐ 441 IAC 110.5(8) "a". Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child, and the parent's work address and telephone number.

Each child needs a form indicating the child's name, birth date, parent contact information, and child special needs. This is commonly referred to as the Child Intake Form.

☐ 441 IAC 110.5 (8) "b". Emergency information including, at a minimum, where the parent can be reached, the name, street address, city and telephone number of the child's regular source of health care, and the name, telephone number, and relationship to the child of another adult available in case of emergency.

Each child needs a form indicating the child's emergency contact information, including physician information, as well as at least one other adult to reach in case of an emergency. This information is commonly also located on the Child Intake Form.

☐ 441 IAC 110.5(8) "c". A signed medical consent from the parent authorizing emergency treatment.

Each child in care needs to have a medical consent/authorization form, signed and dated annually by the parent.

☐ 441 IAC 110.5(8) "d". An admission physical examination report signed by a licensed physician or designee in a clinic supervised by a licensed physician

(1) The date of the physical examination shall not be more than 12 months before the child's first day of attendance at the child development home.

(2) The written report shall include past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary.

(3) For a child who is five years of age or older and enrolled in school, a statement of health status signed by the parent or legal guardian may be substituted for the physical examination report.

(4) The examination report or statement of health status shall be on file before the child's first day of care

Each child in care needs an admission physical completed prior to being involved in daycare. The physical should be signed and dated by a medical provider.

☐ 441 IAC 110.5(8) "e". A statement of health condition signed by a physician or designee submitted annually from the date of the admission physical. For a child who is five years of age or older and enrolled in school, a statement of health status signed by the parent or legal guardian may be substituted for the physician statement.

Each child in care needs an annual physical, signed and dated by a medical provider, in file.

☐ 441 IAC 110.5(8) "g". A signed and dated immunization certificate provided by the state department of public health. For the school-age child, a copy of the most recent immunization record shall be acceptable.

Each child in care needs an accurate, up to date, immunization record in their file.

☐ 441 IAC 110.5(8) "f". A list signed by the parent which names persons authorized to pick up the child. The authorization shall include the name, telephone number, and relationship of the authorized person to the child.

Each child should have a list of people who the parents have authorized to pick the child up from daycare. It is noted this information is most commonly provided on the Child Intake Form.

☐ 441 IAC 110.5(8) "i". Written permission from the parent for the child to attend activities away from the child development home. The permission shall include:

- (1) Times of departure and arrival.
- (2) Destination.
- (3) Persons who will be responsible for the child

Each child in care should have a generic permission slip wrote out to allow the child to go for walks, car rides, ect, to specific and common locations the daycare goes, such as the park. This form should be signed and dated annually by the parent.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations.**

☐ Based on the items out of compliance listed above, a recheck or follow up visit to your home is not necessary. However, it is essential you provide documentation to the Department that certifies you have corrected each of the identified regulatory violations and are now in complete compliance with all Departmental regulatory mandates.

Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.

I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.

Please sign and date below, and return this form in the provided envelope by: 11/16/2015

X _____
Signature Date

Please do not hesitate to contact me at DHS at 319-892-6858 if you have any questions regarding this letter.

Sincerely,

Lacey L. Plants
Social Worker II
411 3rd St SE
Floor 4
Cedar Rapids, IA 52401
319-892-6858


Social Work Supervisor

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 563-362-8228.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).